



**Board of Health Meeting Minutes
August 10, 2023**

The August 10, 2023 Board of Health meeting was held in person at the Wood County Health Department Board Room.

Tom Milbrodt, Board President, called the meeting to order at 6:01 p.m. followed by the Pledge of Allegiance.

BOH Present: Bob Midden, Tom Milbrodt, Dallas Ziegler, Sue Yoder, Richard Strow, Kim Hertzfeld and Cathy Nelson were in attendance.

Staff Present: Diane Krill, Fran Leass, Rick Nelson, Lexie Jacobs, Lana Glore, Elizabeth Peery, Leslie Madaras, Tina Cox, Ben Robison, Chrissy Downs, Krista Adams and Katie Denison

Guests: Deb Rogers – Sentinel Tribune; Aimee Coe, Erin Hachtel, Stephen Meredith – Community Health Center Board President; Jodi Eaton – CHC board secretary, Jan McLaughlin - BG Independent News; Clint Corpe – The Morning Show

Introductions: There were no introductions

Public Comment: There were no public comments

Approval of Minutes: Richard Strow made a motion to approve the July 13, 2023, Board of Health meeting minutes. Bob Midden seconded the motion. A voice vote was taken. No abstentions. Motion passed

Approval of Warrants: Bob Midden made a motion to approve the August 2023 warrants. Cathy Nelson seconded the motion. A roll call vote was taken. All in favor. No abstentions. Motion passed

Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y	Cathy Nelson Y
Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y	

PERSONNEL – Dallas Ziegler, Chair (15 minutes)

PER-01-08-2023 Motion to reappoint Ashley Scheutzow to the unclassified, Intermittent Dental Hygienist position

Dallas Ziegler made a motion to reappoint Ashley Scheutzow to the unclassified, Intermittent Dental Hygienist position. Intermittent positions require an appointment annually. Intermittent appointments cannot exceed 1,000 hours annually. Cathy Nelson seconded the motion. A roll call vote was taken. No Abstentions. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y	Cathy Nelson Y
Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y	

PER-02-08-2023 Motion Create (1) up to Full-Time Public Health Nurse Position

Dallas Ziegler made a motion to create (1) Public Health Nurse position under the Health Promotion and Preparedness division and update the organizational chart. The position may be either full-time or part-time, which will be determined through the recruitment process and finalized upon appointment. Richard Strow seconded the motion. A voice vote was taken. No abstentions. *Motion passed*

PER-03-08-2023

Motion Create (1) Full-Time Public Health Nurse Position

Dallas Ziegler made a motion to create (1) Full-Time Public Health Nurse position under the Health Promotion and Preparedness division and update the organizational chart. Richard Strow seconded the motion. A voice vote was taken. No abstentions. *Motion passed*

PER-04-08-2023

Motion to appoint Amy Johnson to the Behavioral Health Specialist I Position

Dallas Ziegler made a motion to appoint Amy Johnson to the Behavioral Health Specialist I position and update the organizational chart. She will be paid at grade 10, step 5, at \$31.30 and will serve a 180-day probationary period. Her start date is currently pending. Bob Midden seconded the motion. A roll call vote was taken. Sue Yoder abstained. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y	Cathy Nelson Y
Richard Strow Y	Sue Yoder A	Dallas Ziegler Y	

FINANCE – Richard Strow (30 minutes)

FIN-01-08-2023

Motion to approve the Memorandum of Understanding with the Wood County Prosecutor to support the efforts of the Addiction Response Collaborative (“ARC”) program and provide funding in the amount of \$10,000.00

Richard Strow made a motion to approve MOU with the Wood County Prosecutor to support the efforts of the Addiction Response Collaborative (“ARC”) program and provide funding in the amount of \$10,000.00. Bob Midden seconded the motion. Ben added this would be recurring annually. A roll call vote was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y	Cathy Nelson Y
Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y	

FIN-02-08-2023

Motion to assume the contract with Family Children First Council for *No Wrong Door* in Wood County

Richard Strow made a motion to assume the contract with FCFC for No Wrong Door in Wood County. This contract would cover the costs for training and related administration of the program. Total contract costs are estimated to be approximately \$5,000, which will be provided to WCHD by FCFC. Aimee Coe and Erin Hachtel spoke on the importance of No Wrong Door in and to the community and partners and how it would tie in with the CHIP. Bob Midden seconded the motion. Ben clarified to the board WCHD would be the administrator and this would be at no cost to the facility but paid by FCFC. A roll call vote was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y	Cathy Nelson Y
Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y	

FIN-03-08-2023

Motion to amend 2023 appropriations

Richard Strow made a motion to amend the 2023 annual appropriations of the District to budget for rabies vaccine purchases and a laptop purchase in the nursing department. The following changes in fund appropriations are needed at this time (August 10, 2023). Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Fund/Acct	Description	Amount
06.1673.520104	Nursing – Medical Supplies	(7,000.00)
06.1673.520106	Nursing – Vaccine Supplies	11,000.00
06.3103.564100	Nursing – Equipment	1,430.16

Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y	Cathy Nelson Y
Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y	

FIN-04-08-2023

Motion to Amend 2023 Estimated Resources

Richard Strow made a motion to amend the 2023 estimated resources of the District to allocate the APM funding appropriately. The following changes in fund estimated resources are needed at this time (August 10, 2023). Bob Midden seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Fund/Acct	Description	Amount
13.3204.404000	Health Center – State Funds	(188,825.00)
13.2554.404000	Dental – State Funds	164,775.00
13.3304.404000	Behavioral Health – State Funds	24,050.00

Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y	Cathy Nelson Y
Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y	

FIN-05-08-2023:

Motion to approve WIC Lease Agreement

Richard Strow made a motion to approve the Lease Agreement between Wood County Board of Commissioners and Wood County Board of Health effective 10/1/2023 through 9/30/2024 in the amount of \$23,463.00 annually or \$1,955.25 per month which would be due and payable on the first day of the month. This lease may be renewed for an additional three (3) one (1) year terms upon the consent of both parties for leasing space at 639 Dunbridge Road, Bowling Green, Ohio for the WIC department. Bob Midden seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y	Cathy Nelson Y
Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y	

CHC – Richard Strow (30 minutes)

CHC-01-08-2023

Motion authorizing to contract with CareNet as part of Toledo/Lucas County’s navigator program

Richard Strow made a motion authorizing Wood County Health Department to contract with CareNet as part of their Toledo/Lucas County Navigator Program. CareNet will assign a navigator in the Community Health Center one day, every other week to assist patients in selecting appropriate and affordable health insurance. Scheduling of days will be agreed upon between the Community Health Center and CareNet and at no cost to the facility. The term of this agreement will be for 1 year, ending August 2024. Cathy Nelson seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y	Cathy Nelson Y
Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y	

CHC-02-08-2023

Motion to approve a revised contract with Intelligent Medical Objects Company

Motion to approve a revised contract between Wood County Health Department and Intelligent Medical Objects (IMO) company. IMO Core Procedure is a medical procedure terminology solution that enables clinicians and healthcare IT to select relevant and familiar procedure terms while mapping them to appropriate billing and reference codes which are easily integrated into the Electronic Health Record. Revisions included payment from net 30 to net 45 and Risk Letter following the final Prosecutor review. The initial cost is not to exceed \$5,000 which includes support for the 1ST year.

Following discussion to the extent of the risk letter by the Prosecutor’s office and comments during the finance committee meeting, Richard Strow made a motion to table this resolution and contract stating alternate companies should try to be looked at. Cathy Nelson seconded the motion to table. A voice vote was taken. *Motion passed*

Richard Strow made a motion authorizing the Wood County Health Department to enter a Memorandum of Understanding (MOU) with Community Health Services for professional peer reviews effective August 11, 2023, and until either organization elects to terminate. This MOU is at no cost to the facility and complies with the Health Centers Peer Review Policy. This review process assesses provider adherence to current evidence-based clinical guidelines, standards of care, and standards of practice in the provision of health center services. Bob Midden seconded the motion. A voice vote was taken. No abstentions. *Motion passed*

Updates and Reports (30 minutes)

I. Director Updates

- a. **Community Health Center:** Diane Krill, CEO, and Leslie Madaras, COO, distributed and discussed with board members a comparison report for 2022 and 2023 available and filled appointment report as requested as a follow-up from the July meeting.
 - i. Highlights:
 - From January through March, the chief dental officer was out of the office.
 - Continuing to seek dental hygienists adding although there were temporary dentists the schedule was not filled as the norm due to finding coverage as well as discussion around barriers being noted. A brief discussion was held regarding the decrease in retention for this position and the wage of dental hygienists, Bob Midden asked for comparison wage data for possible consideration of rate increases being put in place.
- b. **Finance:** Discussion held regarding Medicaid billing and staff accountant position to help get caught up in medical billing. A candidate has been chosen with hopes to introduce to the board next month. Rick added Centerprise and other LHDs a possible identification of a problem with Medicaid which may delay payment a bit longer highlighting there will be a sizable bad debt write-off following examination a bit further with Centerprise and claims processing.

II. Health Commissioner:

- a. Accreditation site visit: August 21st is the PHAB meeting to consider our application. A final report has been received with context that will help better meet requirements in the next 5 years as this accreditation will be through 2028.
- b. Building plan: The onsite architectural walk-thru was completed this morning and hope to have potential quotes sometime in the near future. \$500,000 was asked for from ODH and has been tentatively agreed to which will require documentation from these firms to see if the terms meet what is required.
- c. All-staff meeting; October 25th will be the annual all-staff meeting which will be held at a local venue for a full day of training.
- d. Fall conference: This year's required training will run September 13th through September 16th adding the overlap with the September board meeting. Deputy Health Commissioner, Amy Jones, will be presenting the September report.
- e. Grant funding; CF and LV grants: Confinement Facilities Grant and Congregant Living Facilities grant. WCHD is the pass-through entity to grant holders and is nearing completion in getting the dollars spent adding the grant is up on October 31st. An EO23 grant has been requested from ODH and granted for continued recovery from COVID and has been awarded 2.3 million dollars to be used through July which will go toward health education, expansion of our EPI program, and invest in community partners. Another funding opportunity through the same funding stream is being pursued that is due in September.

The following resolutions are hiring of independent contractors to begin working on the EO23 grant and also to create a separate health educator position that is not dependent on this grant but toward the tobacco grant.

PER-05-08-2023 Create one FT Health Educator Specialist position

Resolution to create one Full Time Health Educator Specialist position and update the organizational chart. This position will be paid at Grade 8, housed in the Office of the Health Commissioner, and would report to the Public Health Information and Education Manager. Richard Strow made the motion followed by Bob Midden seconding the motion. A voice vote was taken with no abstentions. *Motion passed*

FIN-06-08-2023

Resolution to enter into an agreement between Wood County Health District and the following independent contractor: Ontha Oberley

Resolution to enter into an agreement with the following independent contractor: Ontha Oberley. This contractor will support case investigation and other related activities and serve as a COVID-19 Team Member. The term of the contract will begin upon execution by both parties and continue through July 31, 2024. The contractor will be paid \$140 per shift. The total value of this contract shall not exceed \$50,000. Cathy Nelson motioned with Dallas Ziegler seconding the motion. A roll call vote was taken with no abstentions. *Motion passed*

Kim Hertzfeld Y Bob Midden Y Tom Milbrodt Y Cathy Nelson Y
Richard Strow Y Sue Yoder Y Dallas Ziegler Y

FIN-07-08-2023

Resolution to enter into an agreement between Wood County Health District and the following independent contractor: Mary Dennis

Resolution to enter into an agreement with the following independent contractor: Mary Dennis. This contractor will support case investigation and other related activities and serve as a COVID-19 Team Member. The term of the contract will begin upon execution by both parties and continue through July 31, 2024. The contractor will be paid \$140 per shift. The total value of this contract shall not exceed \$72,000. Richard Strow motioned followed by Sue Yoder seconding the motion. A roll call vote was taken. Bob Midden abstained. *Motion passed*

Kim Hertzfeld Y Bob Midden A Tom Milbrodt Y Cathy Nelson Y
Richard Strow Y Sue Yoder Y Dallas Ziegler Y

FIN-08-08-2023

Resolution to enter into an agreement between Wood County Health District and the following independent contractor: Elizabeth McGrady

Resolution to enter into an agreement with the following independent contractor: Elizabeth McGrady. This contractor will support the administration of the CF23 and LV23 grants, which provide funding to confinement and congregate living facilities, respectively. The term of the contract will begin upon execution by both parties and continue through October 31, 2023. The contractor will be paid \$140 per shift. The total value of this contract shall not exceed \$14,000. Richard Strow motioned followed by Sue Yoder seconding the motion. A roll call vote was taken with no abstentions. *Motion passed*

Kim Hertzfeld Y Bob Midden Y Tom Milbrodt Y Cathy Nelson Y
Richard Strow Y Sue Yoder Y Dallas Ziegler Y

Board of Health questions / comments / discussion:

A brief discussion was held with regard to the need for any further collaboration between BGSU and WCHD. Ben highlighted BGSU in supporting two initiatives that WCHD is underway with intersecting academically and also through PHSCO (Public Health Service Council of Ohio). Also discussed briefly with the board regarding the new subvariant of COVID-19 as there is a slight increase in hospitalization being seen. An update on the fair was given highlighting the WIC breastfeeding booth as well and each day of the fair was staffed with health department representation at a booth.

Executive Session

Dallas Ziegler made a motion at 7:14 p.m. for the board to go into executive session for the purpose of discussing and considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, official, licensee, or regulated individual, unless the employee, official, licensee or regulated individual requests a public hearing or to discuss legal action and invited Ben Robison. Richard Strow seconded the motion. A roll call vote was taken with no abstentions. *Motion passed.*

The board returned to regular session at 8:28 p.m. With no further business of the board, Bob Midden made a motion to adjourn seconded by Cathy Nelson. A voice vote was taken with no abstentions. *Motion passed*



Tom Milbrodt, Board President



Date



Benjamin Robison, Health Commissioner
Secretary to the Board



Date